

AR Aging Report

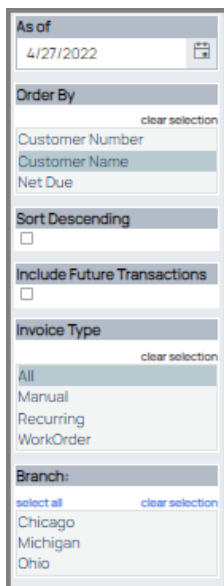
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The AR Aging Report calculates the accounts receivable aging on the fly using an “as of” date. The report displays, for each customer, total open invoices in each aging bucket, along with unapplied payments and credits.

Report Parameters

The parameters available for this report are:

- As of Date
- Order By: Customer Number, Customer Name or Net Due
- Sort Descending
- Include Future Transactions
- Invoice Type: Manual, Recurring, or Work Order (select only one)
- Branch



The screenshot shows a form with the following sections:

- As of:** A date field containing "4/27/2022" with a calendar icon.
- Order By:** A dropdown menu with "Customer Number" selected, and "clear selection" link.
- Sort Descending:** A checkbox that is currently unchecked.
- Include Future Transactions:** A checkbox that is currently unchecked.
- Invoice Type:** A dropdown menu with "All" selected, and "clear selection" link. Other options are "Manual", "Recurring", and "WorkOrder".
- Branch:** A dropdown menu with "select all" and "clear selection" links. Other options are "Chicago", "Michigan", and "Ohio".

Generate the AR Aging Report

To generate this report, navigate to Reports > Accounts Receivable > AR Aging Report.

The AR Aging Report page will be displayed. In the Parameters area, make the desired selections for the report. When finished, click the Preview button.

TIP! To see all Branches, clear selection under Branch.

AR Aging Report

Customer Aging Report
As of: 4/28/2022

Invoice Type: All

Customer #	Name	1-30 Days	31-60 Days	61-90 Days	91-120	Over 120	Total Due	Open Credits	Unapplied Cash	Net Due

As of: 4/27/2022

Order By: clear selection

Customer Number

Customer Name

Net Due

Sort Descending

Include Future Transactions

Invoice Type: clear selection

All

Manual

Recurring

WorkOrder

Branch: select all clear selection

Chicago

Michigan

Ohio

Preview

The report results will be displayed based on the selections in the parameters area. Users may use the function buttons to print or export the report.

AR Aging Report

Customer Aging Report
As of: 4/28/2022

Invoice Type: All

Customer #	Name	1-30 Days	31-60 Days	61-90 Days	91-120	Over 120	Total Due	Open Credits	Unapplied Cash	Net Due
3501	A Business Company	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-44.72	317.13
3438	Aacott, Alice	0.00	92.27	0.00	0.00	0.00	92.27	0.00	0.00	1,252.33
3393	Aaron's Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.69
3452	AB Customer 1	0.00	1,194.08	0.00	0.00	0.00	1,194.08	0.00	0.00	1,845.42
3381	Abbott International	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667.04
3698	abc, abc	0.00	0.00	470.22	270.28	0.00	740.50	0.00	0.00	1,107.70
1044	Adams, Justin	0.00	0.00	556.34	0.00	0.00	556.34	0.00	-91.27	9,692.91
1038	All Electronics	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,500.00	15,348.48
3504	Allen Automotive Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	568.58
1065	Amon, Bill	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	86.40
3497	Barry's Bicycles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,326.41
1170	Blyde, Marty	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,869.31
1521	Castle Park, test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.93
1034	Cocker, Alta	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,643.93
3498	Crafted Crates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	673.07
1129	Cushing, Mark	0.00	0.00	0.00	0.00	0.00	0.00	-31.97	0.00	25.00
3694	Customer, Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.80
3696	Customer, Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.80
1041	DeBaggis, Justin	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,972.63
1029	Donoson, Bill	0.00	967.04	0.00	0.00	0.00	967.04	0.00	-2,323.56	179.74
1169	Draper, Donald	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,271.36
3499	Edwards Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	695.90

As of: 4/27/2022

Order By: clear selection

Customer Number

Customer Name

Net Due

Sort Descending

Include Future Transactions

Invoice Type: clear selection

All

Manual

Recurring

WorkOrder

Branch: select all clear selection

Chicago

Michigan

Ohio

Preview